



Position Announcement #17-05  
**May 19, 2017**

**UNITED STATES DISTRICT COURT  
Northern District of Illinois  
U.S. PROBATION OFFICE**

**CAREER OPPORTUNITY FOR  
PROBATION SERVICES ASSISTANT**

**DUTY STATION:** Chicago, Illinois

**OPENING DATE:** Friday, May 19, 2017

**CLOSING DATE:** Open until filled\*\*

**\*\* Applications received by close of business Wednesday, June 14, 2017 will be given priority consideration.**

**GRADE/SALARY:** CL 24 - \$39,718 – \$64, 606

**# of VACANCIES:** Up to two (2) vacancies may be filled with this posting

**Overview:**

The Probation Office for the Northern District of Illinois serves 37 U.S. District Judges and 12 Magistrate Judges and covers 18 counties in northern Illinois. Our office is comprised of 100+ employees. The Probation Office headquarters is located at 230 S. Dearborn Street, Chicago, Illinois, 60604. There are two divisional offices (Eastern, located in Chicago, IL and Western, located in Rockford, IL) and one satellite office (located in Lisle, Illinois).

We are now accepting applications from qualified candidates for the Probation Services Assistant position. Probation Services Assistants serve in a judiciary non-law enforcement capacity. The Probation Services Assistant provides technical, administrative, and clerical support to probation officers and officer assistants in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, coordinating with collateral agencies, and performing other similar duties, as assigned.

Job responsibilities include, but are not limited to:

- Conduct case file reviews and advise officers and officer assistants of matters requiring their attention. Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation.

- Set up new supervision case records and perform various electronic file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission. Keep various logs and records up to date.
- Scan, perform quality control, electronically file, and upload probation-related documents into the Probation Automated Case Tracking Systems (PACTS) and other designated repositories for archive purposes.
- Complete various standard reports for electronic submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including PACTS. Research information from case records and enter into system as appropriate. Screen forms completed by officers and officer assistants and request corrections as needed. Retrieve information from databases and generate periodic reports.
- Participate in problem solving at staff meetings with other support staff, officers, and officer assistants. Make constructive suggestions for improvement in work processes to better achieve goals and objectives. Periodically act as administrative and clerical facilitator to distribute/redistribute work and optimize office support operations, as required.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; process travel and expense reimbursement documents; receive and distribute mail; attend meetings and take minutes; provide reception assistance; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.

### **Qualification Requirements:**

#### **MINIMUM POSITION REQUIREMENTS:**

- HS Diploma or equivalent.
- One year of specialized clerical experience (see definition below).
- Ability to work efficiently under pressure, and with short deadlines while maintaining a positive and professional demeanor.

- Good knowledge of office procedures, practices and processes.
- Ability to work in a team setting.
- Ability to meet required deadlines, maintain tracking systems related to cases and maintain concentration despite interruptions.
- Ability to exercise discretion and sound judgment, maintain confidentiality, foster high ethical standards, and demonstrate integrity in meeting the district's vision, mission, and goals.
- Excellent written and oral communication skills.
- Knowledge of and proficiency with current technology, computer databases, and computer applications in a Windows based environment.
- Must be a U.S. citizen or eligible to work in the United States.

**Specialized Experience:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking or credit firms, educational institutions, social service organizations, insurance companies, real estate offices, corporate headquarters or human resources/payroll operations.

#### **PREFERRED QUALIFICATIONS:**

- Associates degree or two years of undergraduate education.
- General knowledge of the criminal justice system and legal terminology.
- Specialized experience in the field of probation or law.
- Microsoft Office (Word, Excel, PowerPoint) experience.

#### **Benefits:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees. Electronic Fund Transfer for payroll deposit is required.

Some of the benefits are:

- Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.
- Optional participation in the federal health insurance program of your choice.
- Optional participation in the flexible spending program for health and childcare.
- Optional participation in a group life insurance program.
- Optional participation in the Thrift Savings Plan (similar to a 401(k)).
- A minimum of 10 paid holidays per year.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

**Application Procedure:**

For consideration, qualified applicants must provide the following:

1. Cover letter expressing your interest, and referencing the Position Title and Announcement #
2. Completion of AO78 application form (follow link below)  
<http://www.ilnp.uscourts.gov>

You may send your application packet via U.S. Mail or email. If sending via email, please send entire packet as **one PDF attachment** to **human\_r\_ilnp@ilnp.uscourts.gov**. **Please title the email by the Position Title and Position Announcement # (e.g. Probation Services Assistant, #17-05). Applications may be mailed to: ATTN: Human Resources, U.S. Probation Office, 230 S. Dearborn Street Suite 3400, Chicago, Illinois, 60604.** Failure to submit any of the items requested may disqualify you from consideration.

Applicants called for interview will be given a written assessment exercise. Due to the expected high volume of applicants for this position, the U.S. Probation Office will only make contact with those applicants who are invited to interview.

**Miscellaneous:**

The selectee considered for this position will undergo an internal background investigation, including a criminal background check.

Employees of the U.S. Probation Office are appointed in the excepted service, and are considered “at-will” employees. All employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be United States citizens or eligible to work in the U.S. The U. S. Probation Office is not authorized to reimburse candidates for interview or relocation expenses.

The U.S. Probation Office has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time before the closing date, any of which may occur without prior written or other notice.

***THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER***